



Parent Handbook

2023-2024 School Year

Preschool Address:

802 E Mukilteo Blvd

Everett WA 98203

Telephone: (425) 257-8320

Registration Information: (425) 257-8300 opt #2

www.everettwa.gov/parks



Dear Preschool Families,

Welcome to the 2023-24 school year! We are excited that you have made the decision to send your child to The Preschool at Forest Park and we are looking forward to the beginning of the new school year.

This Parent Handbook is designed to answer any questions that you may have about topics such as school closings, illness policies and procedures, tuition information, snack suggestions, what your child needs to bring to preschool each day, and appropriate clothing. Please take the time to read the materials prior to the start of the school year.

We are looking forward to a fun-filled school year and are excited about getting to know you and your family. Thank you for sharing your child with us and for giving us the opportunity to share our love of nature with them!

Best Wishes,

Andie Allred

Recreation Supervisor

Catherine Konteh Janel Cziske

Instructor 3 & 4 Instructor 4 & 5

PROGRAM INFORMATION

Welcome

The Preschool at Forest Park is a caring and concerned preschool that understands the need for early childhood education.

Our teachers provide young children with numerous opportunities for growth and development.

- To encourage development of the whole child.
- To encourage the child to develop self-confidence, love for others, and cooperation in all activities.
- To increase the child's skills in listening, self-discipline, conversation, self-expression and independent work and play.
- To encourage parents to learn skills which promote the growth and development of their preschool children.

Classroom Rules

- I come into and leave the classroom with an adult.
- I use my inside voice in the classroom.
- I share.
- I always walk inside the classroom.

Parent Involvement

The Preschool at Forest Park offers many opportunities for parent involvement throughout the school year. We believe that parents are a child's first and most important teachers, and we therefore aim to include parents in the learning process and encourage them to participate in their child's education.

The following list offers some possible suggestions for parent involvement opportunities. However, we also encourage parents to develop their own ideas for supporting and participating in their child's preschool education.

- Assisting with special family programs and activities
- Sharing knowledge, experiences, and careers with the children when parents have expertise related to the weekly curriculum topics
- Sharing any other interests or talents with the children, such as playing a musical instrument, putting on a puppet show, or doing a special crafts project
- Communicating regularly with teachers about their child's progress
- Providing suggestions and constructive feedback on how we can improve our preschool program

Parent/Teacher Communication

Good parent/teacher communication will ensure that we are able to identify and meet the needs of our students and the expectations of their parents.

In addition to the ongoing dialogue between parents and teachers regarding daily school happenings, we will also utilize various other forms of communication to keep parents informed about individual, class, and school news.

- Monthly Newsletters: These will keep parents informed about upcoming activities and events their child's classroom activities, events, milestones, classroom needs, and other important information.
- Telephone: All teachers and staff are available to speak with parents by telephone when needed.
- Preschool Events: Open houses, family activities, and special events will also provide parents with the opportunity to engage in further dialogue with their child's teachers.
- Parent Questions, Suggestions, and Concerns: We encourage parents to discuss any questions or concerns they may have with their child's teachers and/or the preschool director. We do ask parents to reserve discussion of more detailed matters for after school hours, so that the teachers may ensure the safety of the children during class time and offer their full attention to parent concerns. We encourage parents to share any relevant information concerning their child that will help teachers meet that child's needs, such as major changes in a family situation or recent changes in the child's behavior or disposition.

Inclement Weather Procedures

In cases of snow and ice, the west entrance to Forest Park will be closed. The east entrance to Forest Park will remain open and the traffic pattern will change to 2-way in and out.

- If the Everett School District is CLOSED due to a snow event, the Preschool will be closed for the day.
- If the Everett School District is opening on a delayed start the AM Preschool Session will be cancelled.

If you are uncertain if preschool is in going or not on any given day, you may contact the Recreation Office directly as follows:

- Call the Recreation Office at 8:00am, Monday-Friday, 425-257-8300 ext. #2
- Call your child's Teacher

Daily Arrive Procedures

Please arrange arrival time to be no earlier than 9:00am or 12:30pm on Monday/Wednesdays and 9:30am or 12:30pm on Tuesday/Thursdays. Our teachers need time before class for preparation and time for lunch between classes. Parents **MUST** walk their child into the preschool room. Depending on the status of the COVID endemic, masks will remain optional for students, staff, and families when they are in the classroom.

Please take your child to the bathroom just before or when arriving at school.

- Read ALL notes and notices carefully, they are all important.
- Feel free to contact your child's instructor anytime with any problems or concerns.
- **DRIVE SLOWLY IN THE PARKING LOT - DO NOT PARK IN FRONT OF THE PRESCHOOL ROOM** for your child's safety and the safety of others.
- **DO NOT leave children unattended in vehicles.**

Daily Dismissal

The children will only be released to the parent or an authorized adult. If another adult is picking up your child, please be sure to give the teacher written permission and add them to your emergency contact list.

Dismissal Time

It is necessary to pick your child up promptly! Morning sessions dismiss at 11:30 am. Afternoon sessions dismiss at 2:30 pm for Tuesday & Thursday and 3 pm for Monday & Wednesday. Wait for teacher to open the door.

Non-School Days

The Preschool follows the same schedule at the Everett School District. This includes Holidays, Winter break, and Spring break.

PARENT INFORMATION

What to Bring to Preschool

The Preschool at Forest Park does not have a "school supplies list". We provide everything that your child will need in the classroom. There are, however, a few items that we ask you to send along with your child each day that they attend preschool:

- A tote bag that your child can easily slip papers into without having to fold them up to do so. The tote bag should be at least 11"x14"
- Appropriate weather-related clothing. IMPORTANT NOTE: Please label all clothing brought to school, including coats, boots, hats, and mittens. We will try to go outside as the weather cooperates, so we want to be prepared.
- Other: We encourage the children to participate in Show and Tell each month. Please assist your child in selecting one item to show the class. A monthly schedule will be sent home telling his/her day. Toy guns or other toys that promote violence WILL NOT be shown. Please check with the teacher before bringing LIVE Animals.

What to Wear

The best clothes to wear to school are comfortable play clothes that encourage self-help and do not discourage their participation in some of the messier activities. **Please label all outer garments.** We discourage clothing that children need assistance with. Tennis shoes work well for outdoor activities. If you are concerned about accidents, a change of clothing may be left in their book bag or backpack. Put pants, shorts, shirts, underwear, and socks in a plastic bag with your child's name on the bag.

Healthy Snack Ideas

Each child will have a turn to bring snack for the entire class. The monthly calendar will note the number of students and the assigned snack day. Remember to also bring a beverage when it is your child's snack day. Milk, juice, water are great choices. The classroom has cups and napkins available.

We are providing some suggestions for healthy, wholesome snacks that parents can send along with their child to school. Snacks must be prepackaged and not homemade. Please avoid all nuts and nut products in the Classroom, as some children may have life-threatening allergies to them. This includes peanuts, peanut butter, and all Tree nuts (almonds, cashews, walnuts, hazelnuts/filberts, etc.). Please read food labels to ensure the absence of nuts before bringing any crackers, cereals, granola bars, or trail mix into the classroom.

Here are just a few suggestions for healthy snacks; please feel free to share your ideas with us as well!

Apple slices	Cheese and crackers	Whole grain cereal	Squeezable yogurt
Bananas	Fresh berries	Dried fruit (raisins)	Pirate's Booty
Veggie Straws	Goldfish Crackers	String cheese	Animal Crackers

Birthdays

Your child will be scheduled to bring a snack as close to his/her birthday as possible. You may send something special if you like. Please send one of the following and all snacks alike:

Vanilla/sherbet ice cream cups	Frozen pudding pops	Popsicles (any flavor but all the same)
Mini Cupcakes	Cookies	

ENROLLMENT

Enrollment Requirements

The Preschool at Forest Park offers two classes at the Everett Parks Department

- **Monday & Wednesday – for children ages 4-5 who are 4 by August 31 of the current year.**
- **Tuesday & Thursday – for children ages 3-4 who are 3 by August 31 of the current year.**

Children must be toilet-trained and self-sufficient. Please contact the Preschool with questions.

Enrollment Procedures

- To register for our program, please call the Recreation Office at Forest Park, 425-257-8300 ext 2, M-F 8am-1pm or Online at www.everettwa.gov/parks. To check on space availability, you may call the Preschool at 425-257-8320.
- All applicants must submit a completed Tuition and Fees Agreement at the time of registration.
- New student enrollment is processed on a first come, first served basis. A waitlist is maintained when classes are full.

Tuition and Fees for the 2022-2022 School Year

<i>For children ages 3 & 4</i>	<i>For children ages 4 & 5</i>
Tuesday/Thursday – 9:30-11:30AM Tuesday/Thursday – 12:30-2:30PM	Monday/Wednesday – 9:00-11:30AM Monday/Wednesday – 12:30-3:00PM
Tuition: \$145 per month	Tuition: \$155 per month

- The Tuition and Fees Agreement and the entire Registration Packet must be completed and on file with the Preschool at Forest Park before your child's first day of attendance.
- Scholarships are available through the Everett Parks & Facilities Department for Everett residents. You may contact the Recreation Office at 425-257-8300 ext 2 for more scholarship details.

Tuition Payments

- Tuition payments are due monthly on the twenty-fifth (25th) day of the month. For example, October tuition is due September 25, etc.
- After the initial enrollment, tuition payment will only be accepted online at www.everettwa.gov/parks.
- The Preschool at Forest Park operates on the monthly tuition fees that are paid, and therefore we ask that payments be made on time for us to be able to provide a quality experience for your child.

Delinquent Payments

- A late fee of **\$50** will be applied to the monthly tuition if it is not paid by the due date.
- Tuition payments not received by the 1st day of the month will be considered delinquent. Children will not be allowed to attend scheduled classes until the accounts are paid in full.

Preschool Withdrawal Policy

- If you choose to withdraw your child from Preschool at Forest Park or make changes in your child's enrollment in the program, you **must** fill out a 30-Day Notice of Withdrawal or Enrollment Modification form. A copy of the form is available in the back of this handbook; or ask for one from your preschool instructor.
- This form must be signed by the preschool instructor, the recreation supervisor and be submitted to the Recreation Office at least 30 days in advance of your child's intended date of withdrawal or enrollment modification.
- There will be no tuition credits or refunds of the unused portion of tuition already paid.
- **If this form is not submitted, we will assume your child is enrolled in Preschool and will continue to be charged monthly tuition and any applicable late fees.**

ATTENDANCE

Absences

The following guidelines are designed to facilitate communication between parents and teachers about children's school attendance:

- If your child is ill or unable to attend class for an extended period, please call or email your preschool instructor, or contact the Recreation Office.
- You may also inform us by phone, email, or in person if you know in advance of an upcoming absence or vacation for your child.
- Full tuition is due no matter the consistency of your child's attendance.

Arrival Procedures

Arrival Times: Monday & Wednesday - 9:00am or 12:30pm; Tuesday & Thursday – 9:30am or 12:30pm

Dismissal Procedures

Dismissal Times: Monday & Wednesday – 11:30am or 3:00pm; Tuesday & Thursday – 11:30am or 2:30pm

Your child looks forward to your return; therefore, we ask that you pick up your child promptly at the assigned class dismissal time. Please let us know beforehand if you will need to pick up your child early.

If you are running late please call the preschool at 425-257-8320. If late pick-ups become the norm, please be aware that a late pick-up fee of \$5.00 may be incurred for every 10 minutes that a child is picked up past program dismissal time.

Release of Children

- A child will be released only to those authorized by the parent or guardian on the Child Release Form and Emergency Contacts section of the Health History and Emergency Care Plan. **Please make sure changes are noted regularly.**
- Under no circumstances will a child be released to anyone other than those listed on the Child Release Form or Emergency Contacts section of the Health History and Emergency Care Plan without prior written approval from the child's parent or guardian.
- Should the pick-up person be different from the drop-off person, a valid picture ID (i.e. driver's license) must be shown for the child to be released. This will be cross-referenced with the information on the Child Release Form and/or Emergency Contacts section of the Health History and Emergency Care plan to ensure that this person is authorized to pick up your child. Parent permission must be obtained in writing before all authorized pick-ups.

Child Custody Situations

The Preschool at Forest Park will follow all legal guidelines for child custody situations. If a non-custodial parent arrives to pick up a child without advanced written notification from the custodial parent, or is not named on the Child Release Form, release of the child to that adult will be denied.

HEALTH POLICY AND ILLNESS PROCEDURES

Health Policy

We are concerned with the well-being of all children in our care, and we ask everyone to take appropriate precautions to prevent the spread of COVID 19 and other contagious illnesses. The general rule of thumb is "If your child is sick please keep them at home." Teachers are not permitted to administer medications.

To help minimize exposure and prevent the spread of illness, we have developed the following "Illness Procedures and Guidelines" for staff and parents/guardians of The Preschool at Forest Park. We have also developed a list of "Specific Illness Procedures" that will help guide parents and guardians in making an informed decision about whether or when to send their ill child to school. It is to everyone's advantage that our health policy and illness procedures be respected. This will ensure a much healthier environment for the students, families, and staff of The Preschool at Forest Park.

Illness Procedures and Guidelines for Preschool Staff

Should a child become ill at school, a preschool staff person will move the child away from the other children. We will notify the parent, guardian, or authorized emergency contact and request that necessary arrangements be made for the child to be picked up from school.

Parents/guardians will be asked to pick up their child immediately if the child exhibits any of the following conditions:

- Fever, Vomiting, and/or Diarrhea
- Conjunctivitis (Pink Eye)
- Constant and/or profuse nasal drainage not caused by allergies
- Severe or prolonged coughing
- Any communicable or childhood disease (i.e.: Chicken Pox, Measles, Mumps, etc.)
- Conditions requiring one-on-one care
- Skin rashes or lesions

Parents/guardians will be notified immediately if their child has been exposed to an infectious or communicable disease. We will also sanitize the classroom.

For the welfare of the other children and staff at The Preschool at Forest Park, we reserve the right to send a child home upon arrival if they appear to be ill.

The Preschool at Forest Park reserves the right to determine when a child who has been sick may return to school.

Illness Procedures and Guidelines for Parents/Guardians

Parents/guardians should inform preschool staff if their child has been exposed to an illness or disease. This will allow us to prepare for and be alerted to the specific symptoms of that illness or disease.

Parents/guardians should inform preschool staff within 24 hours if their child has been diagnosed with any communicable or childhood diseases (see "Communicable Diseases" below). This will allow us to inform other preschool families of possible symptoms to be aware of in their children.

Parents/guardians are asked NOT to send their child to school when symptoms of illness or disease are present. While we understand that it is not realistic to expect that a child is kept at home every time they have a runny nose, it is also impossible for preschool staff to provide one-on-one care for ill children without compromising the care of the other children. Therefore, we have outlined the "Specific Illness Procedures" below to help parents decide whether to send their ill child to school.

Specific Illness Procedures

- **Fever:** A child with a fever will be excluded from preschool for the remainder of that day. The child's temperature must return to normal (98.6° F) for at least 48 hours, without medication, before coming back to school.
- **Vomiting and Diarrhea:** Vomiting and diarrhea illnesses are often quite contagious and should be managed at home. Any child who has vomiting and/or diarrhea while in our care will be sent home from school for the remainder of that day and not allowed back to class until they have gone 48 hours without any further occurrences.
- **Conjunctivitis (Pink Eye):** Any child having eye drainage or pink and itchy eyes will be immediately excluded from our program. Conjunctivitis is highly contagious. Children must be seen by a physician and treated for 48 hours prior to

returning to preschool.

- **Head lice:** Any children suspected or diagnosed with head lice staff will notify parents and refer them to the Washington State Department of Health website for remediation suggestions; www.doh.wa.gov
- **Constant and/or Profuse Nasal Drainage (non-allergy):** Any child having symptoms of an upper respiratory infection (yellow/green mucus, watery eyes, nasal congestion, etc.) will be excluded from our program at our discretion. If the child is diagnosed with an illness that requires antibiotics, the child must be treated for 24 hours before returning to school (Strep Throat is an exception that requires 72 hours of treatment before returning to school).
- **Severe or Prolonged Coughing:** Any child with severe or prolonged coughing will be excluded from attending our program at our discretion. A child who has difficult or rapid breathing, severe coughing with vomiting, or a high-pitched croupy or "whooping" cough will be sent home immediately.
- **Skin Rash/Lesions:** Any child having an undiagnosed or contagious skin rash, a lesion that is bleeding or oozing, or persistent itching or scratching of the body or scalp, will be excluded from our programs until the problem is diagnosed and/or treated as necessary.

Communicable Diseases

Any child having symptoms of a known communicable/childhood disease will be excluded from program participation immediately. These children should be kept at home until a doctor has determined that:

- a) the child does not have a communicable disease
- b) the child is no longer contagious
- c) the symptoms have disappeared

In the case of communicable diseases, The Preschool at Forest Park may request a doctor's note indicating that the child is no longer contagious and can return to school. Please report any communicable or contagious diseases to our staff right away so that we may inform the other families.

Communicable diseases include, but are not limited to:

COVID-19	Measles	Mumps	Diphtheria
Pertussis (Whooping Cough)	Rubella	Flu	Strep Throat
Hepatitis	Pneumonia	Chicken Pox	Bacterial Meningitis

CHILDREN'S BEHAVIOR EXPECTATIONS AND DISCIPLINE PLAN

The Preschool at Forest Park is committed to providing children with a healthy, safe, and enjoyable learning experience. All children require direction and guidance as they grow into adulthood. The purpose of discipline is to teach children about self-control, acceptable social behavior, and respect for the rights of others. Our focus on discipline is preventive in nature and is built around constructive, developmentally appropriate behavior management strategies such as redirection, empathy, separation from problem situations, reinforcement of positive behaviors, and creating an environment that encourages self-discipline.

When discipline is necessary, The Preschool at Forest Park will adhere to the following guidelines:

1. Children will be spoken to positively.
2. Teachers and staff will model appropriate behavior and serve as positive role models for the children.
3. Clear limits will be established so that children know what is expected of them and have the opportunity to self-regulate their behavior.
4. The learning environment will be designed to give children room to grow and learn acceptable behaviors.
5. Parents are an important part of their child's education and will be consulted if a decision is made regarding ongoing disciplinary intervention.

Occasionally, children will have a hard time controlling their own behavior in a busy classroom. If a child's behavior is disruptive to the program or to the experience of others, appropriate actions will be taken. Disruptive behavior is defined as behavior that adversely affects the activities of the classroom. Examples include hitting, pushing, biting, kicking, throwing objects, damaging school equipment, or forcefully taking an object from another child. When disruptive behavior occurs, the child will first be instructed as to what is wrong and then redirected to a positive alternative behavior. If redirection fails and other positive behavior management strategies are also unsuccessful, a short break or "quiet time" (time-out) may be necessary to stop the continually disruptive or unsafe behavior and allow the child to regain self-control. However, time-outs will only be used as a method of last resort.

In the event of a time-out, the child will be asked to sit in a quiet area of the classroom. A teacher will calmly ask the child to leave the group and explain to the child why he/she has been separated from the group. The child will sit quietly for one (1) minute for each year of his/her age. Children will always remain supervised during any disciplinary action. After the time-out, the child will be reminded of the appropriate behavior and welcomed back to the group.

If frequent time-outs are needed or if a child's behavior is consistently disruptive to the program or to others, a teacher will notify the child's parents or guardians and schedule a conference to discuss the child's needs and develop a plan for dealing with the problem behavior. If a child is engaging in dangerous behaviors or is abusing other children, staff, or property, the parents will be called, and the child will be sent home immediately.

Every effort will be made to work with children and their families in resolving problematic behaviors. However, in the rare instances that these problem behaviors continue even after all possible corrective measures have been implemented, it may be determined that the Preschool at Forest Park program cannot meet the needs of the child in question. For the best interests of that child, the preschool program, and the safety of other students, parents may be asked to remove their child from the program.

THE PRESCHOOL AT FOREST PARK STAFF

The goal of The Preschool at Forest Park's teachers and staff is to create a warm, nurturing learning environment that offers daily opportunities to explore nature and provides them with a unique, hands-on learning program designed to build a solid foundation for future school experiences. Our teachers are certified in First Aid and CPR and have passed an extensive Background Check.

Catherine Konteh

Preschool Instructor

Catherine, Ms. Cat, has been with the Preschool at Forest Park for the past eight years. She earned a bachelor's degree in business from Central Washington University and managed a retail business in Marysville for fifteen years. Outside of preschool, she keeps busy with her daughter Amie's extra-curricular activities. For fun she enjoys entertaining friends and family and going to the movies. Catherine is excited to be a part of creating a love of learning in her students.

Janel Cziske

Preschool Instructor

Janel has been with the preschool since October 2015. She lives in Snohomish with her husband and three daughters. Her daughters attended the preschool. She has been volunteering with her daughters' schools since 2008 and continues to be involved with classroom support, chaperoning field trips, PTO events, sports, and music lessons. She enjoys reading, spending time with friends and family, and camping trips with her family.

Xann Olsen

Preschool Asst. Instructor

Xann has been with the Preschool since 1995. She has also worked for the Marysville School District as an ELL tutor and the coordinator/driver for the Everett Parks Preschool Adventure Van. She truly enjoys working with young children. Xann has been involved with her own daughter's education like various PTSA board positions, sports team mom, and classroom volunteer. In her spare time, she likes traveling with her husband.